

Brgy. Bagong Buhay, Ormoc City  
6541  
09081805464  
pintoyloremae24@gmail.com



## LOREMAE B. PINTOY

**OBJECTIVE** Highly organized and dependable individual seeking an Administrative Assistant position where I can utilize my communication, clerical, and time-management skills to support daily office operations and contribute to overall organizational efficiency.

### SKILLS & ABILITIES

- Organized, detail-oriented, and able to multitask
- Proficient in Microsoft Word, Excel, PowerPoint, and Google Workspace
- Familiar with filing, record-keeping, and office equipment
- Meeting minutes and note-taking
- Communication Skills

### EXPERIENCE

#### ADMINISTRATIVE STAFF, BOY SCOUTS OF THE PHILIPPINES ORMOC CITY COUNCIL [September 23, 2024- Present]

##### Accomplishments

- Facilitator during the 2024 Camp-o-ral Scouting Month Culminating Activities
- Facilitator during the Council Scout Youth Forum 2025
- Facilitator during the 6<sup>th</sup> Annual Local Council Meeting (ALCM)
- Support Staff during the Advanced Training Course for Kawan Leaders
- Facilitator during the Patrol Leaders Training Course
- Facilitator during the Patrol Leaders Training Course

##### Actual Duties

Responsible for performing administrative and technical tasks, e.g., preparation of minutes of meetings, council memorandum, division memorandum related to scouting, status of agreements, resolutions, and responding to queries and performing other related functions.

#### SENIOR HIGH SCHOOL TEACHER, ST. ALOYSIUS INSTITUTE OF TECHNOLOGY, INC. [June 14, 2023- June 29, 2024]

##### Accomplishments

- District Siglaro 2023-Assistant Coach 1<sup>st</sup> ARNIS Secondary Girls
- District Siglaro 2023-Assistant Coach 2nd ARNIS Secondary Boys
- Division Siglaro 2023-Assistant Coach 2nd ARNIS Secondary Girls

##### Actual Duties

- Lesson Planning
- Grade 12 Adviser of 2 sections
- Accomplishing School Forms
- Classroom Management and Monitoring
- Organizing Science Month Culmination

EDUCATION

MASTERS OF ARTS IN EDUCATION MAJOR IN SCIENCE- PALOMPON INSITTUTE OF TECHNOLOGY

2024-PRESENT

BACHELOR OF SECONDARY EDUCATION MAJOR IN SCIENCE- EASTERN VISAYAS STATE UNIVERSITY-2018-2022

Number of Units Earned: 18 Units

*CUM LAUDE*

HUMANITIES AND SOCIAL SCIENCES- ACLC

*WITH HONORS*

AWARDS

MAYOR'S ACADEMIC EXCELLENCE AWARDEE

OUTSTANDING CULTURAL PERFORMER

REFERENCES

JULIUS B. PORCADILLA

Teacher, DepEd

09653124967

MARIEL L. CALLAO

Teacher

09658837957